

1. An attachment of wages, salary and commissions has been issued; you are ordered to withhold from the wages, salary and commissions of the defendant an amount per pay period which does not exceed ten (10) percent of the defendant's net wages, salary and commissions;

Net wages are all wages paid less only the following items: (1) any support payments made to the court, (2) federal, state and local income taxes (3) F.I.C.A. payments and non-voluntary retirement payments, (4) union dues and (5) health insurance premiums.

3. The total amount attached is \$ _____ and the withholding must continue until the amount of the attachment is satisfied;
4. The attached wages shall be sent to the Lehigh County Clerk of Judicial Records-Civil Division within 15 days from the close of the last pay period in each month.

The check must

- a. contain the name of the employee whose wages are being withheld,
- b. be made payable to the Clerk of Judicial Records, and
- c. be sent to

Lehigh County Clerk of Judicial Records
Wage Attachment Remittance
455 W Hamilton Street
Allentown PA 18101-1614
610-782-3148

5. You are entitled to deduct each pay period from the money collected from the defendant employee the costs incurred from the extra bookkeeping necessary to record the transaction, not exceeding \$5.00 of the amount of money so collected.

6. By law, you may not take any adverse action against the defendant because his or her wages, salary or commissions have been attached.

7. you shall send the following notice to the Clerk of Judicial Records-Civil Division if the defendant has never been or is no longer an employee:

I have received a Writ of Attachment in the following case:

_____ v. _____ No. _____ of _____
Plaintiff Defendant Year

The following person _____, has never been or is no longer an employee .

Date: _____
_____ Employer

Michelle Graupner
Clerk of Judicial Records

Seal of the Court

By: _____
Civil Division Deputy